

#	POSITION TITLE	SRS	GRD	JD #	DUTIES	KSA's
2	Park Rangers	0025	3 / 4	K3133 K3134	Interpretation, natural resources management and/or fee collection.	
1	Engineering Aid			K3773		
1	Biological Science Aid			K3773		
2	Public Affairs Spec	1035	05		Writing press releases; developing interpretive programs; updating lide file and interpretive materials; maintaining office display case and assisting in providing dam tours and possible weekend campfire programs.	Knowledge of AV equipment including power point and computer skills
2	General Engineer	0810	5 / 7		Preparing specifications and drawings for small construction projects to upgrade restroom and other park facilities; engineer steps and/or pathways through uneven terrain.	Skills in researching current specifications, writing, and mechanical drawing or computer assisted drawing.
1	OA Clerk	0326	2/3/4	G004/ G003/ G002	Office duties; meeting/ greeting public in person and on the phone; counting fee collections; typing; filing, etc.	
1	OA Clerk	0326	3 / 4	G003 G004	Update monthly excel spreadsheets; run numerous CEFMS and PROMIS reports; monitor program accounts; perform budget support duties.	Familiar with Microsoft computer applications; ability to extract analytical information from computer programs; ability to communicate effectively with staff members
1	Legal Assistant (OA)	0986	05	K4028		

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1	OA Clerk	0326	3 / 4	G003 G004	Access/analyze data from customer surveys, employee surveys, and focus groups; coordinate/plan/set up meetings; prepare minutes of meetings; assist staff in typing, photocopying, filing, etc.	
1	Biologist Tech		4 / 5			
1	Engineering Tech		4 / 5			
1	Computer Spec		5 / 7	V1257	Internet programming experience.	
1	Engineering Aid			K3773		Knowledge of MS Word, Excel, etc; familiar with MS Project
1	OA Clerk	0326	3	G0003		Skills in using computers and various software applications
1	Physical Science Tech	1311	5	V2796		
1	OA Clerk	0326	3 / 4	G0003 G0004	Consolidation and archiving of project files.	
1	Computer Spec		7	V1294		Knowledge of web page development tools; skills in database management applications, such as Oracle and/or Access; ability to interact with customers in a pleasant manner, actively listening to their perceived needs; and fulfilling those needs through use of computer applications
1	Civil Engineer Tech		7	V1579		Knowledge of Geographic Information Systems (GIS) and uses/manipulation and internet interworkings for design of homepages; skills in engineering and architectural infrastructure and features.